



Freeland CE Primary School

*'From small beginnings come great things:
Know your roots, Branch out and Fly high'*



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 Headteacher: Mrs P McCarthy
 Chair of Governors: Mr M Coolin

Freeland CE Primary School Local Governing Body Meeting 9th November 2021, at 6.30pm, on Microsoft Teams

Attendance: Penny McCarthy (**PM**) (Headteacher), Jane Lench (**JL**) (Staff), Alice Harden (**AH**) (Foundation), Nick Dawson (**ND**) (Parent), Matthew Coolin (**MC**) (Director Appointed) (Chair), Joe Lambert (**JLa**) (Staff), Vicky Mann (**VM**) (Staff) and Nick Dawson (**ND**) (Parent) (joined the meeting at 6:44pm)

In attendance: Lily Hustler (**LH**) (SENDSCO), Don Nash (**DN**) (Clerk)

Governors were provided with meeting link to enable them to join the meeting using Microsoft Teams.

The meeting was quorate and was opened at 6.35pm.

	Item title	Action assigned to
1.	<p>Apologies for absence and welcome</p> <p>MC welcomed all to the meeting and particularly Vicky Mann (Parent) and Joe Lambert (Staff), the two newly elected governors. Apologies were received and accepted from Chris Wood (CW) (Parent), Sophie Dawes (SD) (Parent) and Caroline Taylor (CT) (Director Appointed). Sian Rees (SR) (Director Appointed) was not present and no apologies sent.</p>	
2.	<p>Declarations of any business or pecuniary interests in agenda items</p> <p>None to declare in relation to the agenda items.</p> <p>Governors were reminded that they need to complete their 'Declarations of Interest' and 'Keeping Children Safe in Education' (KCSiE) confirmations on GovernorHub. KCSiE was updated in September 2021 so it is important that governors can confirm that they have read and understood this.</p> <p>The Chair requested that the remaining members complete as soon as possible.</p> <p>Governor Details Template 21-22 to be updated to reflect recent changes to the membership of the governing board.</p> <p>Action: DN to update</p>	<p>All Governors</p> <p>DN</p>
3.	<p>Approval of Minutes of the meeting held on 28th September 2021</p> <p>Actions not referred to from the previous minutes have been completed.</p> <p>Governors considered the main points that had arisen and been discussed at that meeting.</p>	

Chair of Governors: *M. Coolin* Date: 18/1/22

	<p>Two actions are yet to be completed:</p> <p>Item 1 – Sian Rees non-attendance record. MC advised that this has been referred to the Trustees and a decision from them is pending.</p> <p>Item 5 – Parking near the school. PM advised that contact has been made with Chair of the Allotment Association who are still to respond to the request. Advice was also taken from EPA regarding the school’s legal position. Current position is that this is not a high priority item as it relates to just a few parents parking inconsiderately. Will continue to manage the problem on this basis</p> <p>(ND joined the meeting)</p> <p>Item 15.3 – MC provided an update on future training options:</p> <ul style="list-style-type: none"> i) Oxford Partnership Learning (OPL) with an annual subscription of £1200 for unlimited governor training. ii) Oxford Diocese Board of Education - response still awaited <p>In the meantime MC requested governors to look at available training from OPL on Governor Hub and book anything that they think would be useful. Could governors also update their profiles with any training that they have completed to date.</p> <p>Action: further update from MC at the December Performance & Standards meeting</p> <p>The minutes from 28th September 2021 were agreed to be a true and accurate record of that meeting and would be signed electronically by the Chair.</p> <p>Action: MC to send signed pdf copy of minutes to the school office and PM.</p>	<p>All Governors</p> <p>MC</p> <p>MC</p>
<p>4.</p>	<p>SENDCO Report</p> <p>PM and LH had posted a SENDCO report on Governor Hub prior to the meeting.</p> <p>LH explained that the main differences over the previous year was the increased number of children identified and the process which has been tightened up.</p> <p>LH invited questions from the Governors in relation to the content of the SENDCO report.</p> <p>Q: There was mention of a provision map: can this be accessed and how is it used to determine the success of interventions? A: It is stored on the school’s Google Drive and any access for governors would have to be considered as there is confidential information contained in it. Each class teacher makes a provision map for SEND pupil in their class and any intervention that may support the pupil. LH then collates the provision requirement for the whole school. Any agreed interventions for pupils are then reviewed after 10 weeks and decided whether to continue or adopt another intervention.</p> <p>PM advised that as a result of this work the school was now much better at identifying SEND pupils and meeting their identified needs. This had previously been an area identified by OFSTED as needing improvement.</p> <p>Governors were very appreciative of the excellent report by LH which provided a high level of detail and measurements being undertaken.</p>	

<p>5.</p>	<p>Policies for Approval or Adoption</p> <ul style="list-style-type: none"> • SEND Policy • E-safety policy <p>The policies had been posted on Governor Hub prior to the meeting to enable governors to read them in advance of the meeting and prepare any questions.</p> <p>SEND policy</p> <p>Q: Where has this policy originated from? A: It is based on the EPA wide template and personalised for Freeland School.</p> <p>Q: Will the report be published on the school website? A: Following approval it should be published on the website; PM to check that this is done.</p> <p>Policy approved</p> <p>LH left the meeting (7:01pm)</p> <p>E-safety policy</p> <p>Q: Is this also based on an EPA policy? A: It is a Freeland School policy.</p> <p>Q: Page 8 (emailing of sensitive information), bullet point 3, is this representative of what happens? A: The Freeland account is a secure address to avoid the use of personal email addresses.</p> <p>Q: Page 13 (internet access), first sentence is confusing and doesn't seem to make sense. A: Yes this needs amending to read correctly.</p> <p>Q: Page 14 (Social networking sites), point 3 should be amended to read "some" children accessing..... A: Agreed to amend</p> <p>Q: Page 15 (password security), secret passwords, is this what is happening in the classroom? Perhaps it can be reworded to reflect the actual practice. A: This is a difficult balance between security and workflow in the classroom but will review wording.</p> <p>Q: Should reference to 'Google Classroom' be made in this document? A: Yes, will update and include reference to it.</p> <p>Q: On-line safety was made a remit of the DSL within 'Keeping Children Safe in Education' as such it should feature in this document. A: Agreed</p> <p>Q: Page 2 should show ND as the E-safety governor A: Agreed</p> <p>Q: Page 18, refers to CRB checks; this should be updated to read DBS checks. A: Agreed</p> <p>Q: Several references throughout the document to a named person; would it not be more appropriate to refer to a designated role? A: Agreed</p> <p>Q: When are the contract slips at the end of the document issued? A date needs to be stated somewhere in the document.</p>	<p>PM</p>
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	<p>A: Agreed</p> <p>Q: Are Governors required to sign the Acceptable Use agreement? A: Yes, will need to do this when next meet in person.</p> <p>Q: Is there any reference to prohibit the use of visitors from using their own personal devices in the school in the user agreement? A: It is covered in the policy on page 16 but is not referred to in the user agreement. Will review to see if it is to be included.</p> <p>It was agreed that there was further work to do on this policy before final approval.</p> <p>Action: to review and amend the policy based on the comments made and submit to the P&S committee on 6th December</p>	<p>JLa/PM</p>
<p>6.</p>	<p>Headteacher's Report</p> <p>MC proposed that all Headteacher's report should be written and comprise of:</p> <p>3 x termly full reports 3 x mid-term reports (relevant data only)</p> <p>Action: MC to develop a mid-term report template</p> <p>PM had posted a Headteacher's report on GovernorHub prior to the meeting</p> <p>Comments/questions were invited from Governors in relation to the content of the Headteacher's report.</p> <p>Q: Section 1.4, clarification regarding the number of children moving to the school. A: Column 1 is not the number of children, it is the sequential number.</p> <p>Q: Section 5, is it correct that it only one child receiving a free school meal as it seems low, and how does the school know that this is accurate? A: Yes, this is correct. All children are given the information when registering with the school this requirement is checked annually for accuracy.</p> <p>Q: Section 6.2 Safeguarding, was this two individual cases and has appropriate support been given? A: This was one case with two children involved; all appropriate agencies have been involved and a plan put in place.</p> <p>Q: Section 11.2, what has the impact been of the Learning Walks? A: The purpose is to see what is happening in each classroom, were behaviour expectations being met and what could be improved upon. Re-launched the 4 R's as a result and this is being embedded across the school. A marked improvement has been noted since this action was introduced.</p> <p>It was noted that there was a small Reception year (13 pupils) which is markedly low.</p> <p>Q: Section 1.4, number of pupils joining the school (3). Is this number since the start of the academic year? A: Yes, thought to be a post Covid spike as people were able to move whereas this was more difficult to do in lockdown.</p> <p>Q: Section 2, whole school attendance is down on the previous year which is probably Covid related but the persistent absence figure seems very high. What are the reasons for this?</p>	<p>MC</p>

	<p>A: This figure includes Covid cases and there were 7 in one class. Parents are also being very cautious when their child has a cold.</p> <p>Q: Unauthorised absence also appears high; are there reasons for this? A: Mainly due to holidays taken when Covid restrictions were eased and pupils taking unauthorised absence at the start of term. Parents were advised that this could not be sanctioned by the school and if it is persistent letters will be issued to the relevant parents informing them that the</p> <p>Q: Are fines appropriate in these circumstances? A: At the moment the school is using reason and persuasion to work with parents and not applying more stringent measures which remain at the school's discretion.</p> <p>Q: Can you provide more detail on what the 'Early Intervention Hub' (EIH) offers? A: The EIH has just opened at Eynsham Primary School. Its aim is to provide behaviour support to the most appropriate children and their families who are in danger of exclusion from school. It is open to schools within the EPA and FPS has 1 pupil currently using the service.</p> <p>Q: Section 5.3, are these the only factors that are used to determine whether monitoring is required? A: These are some of them but there are others including the needs of the pupil which are also considered. Progress is then monitored by the SLT with the class teacher.</p>	
<p>7.</p>	<p>Pupil Premium Report</p> <p>PM had posted a PPG report on GovernorHub prior to the meeting</p> <p>Comments/questions were invited from Governors in relation to the content of the PPG report.</p> <p>Q: The Pupil Premium Outcomes table shows a large discrepancy between Pupil Premium and non-Pupil Premium Children. Is this to be expected and related to Covid? A: Yes, Covid has impacted disadvantaged children largely due to the level of home support given. This has been recognised and there will be a focus on such children this year to improve the situation.</p> <p>Governors were appreciative of this high-quality report and the measures being taken.</p> <p>Sports Funding Report</p> <p>Q: Are the dates shown on page 2 & 5 correct as they seem to be not current. A: No, there appears to a discrepancy and needs to be checked again. Action: PM to check and update</p>	<p>PM</p>
<p>8.</p>	<p>Looked After Children Report</p> <p>PM had posted a LAC report on GovernorHub prior to the meeting.</p> <p>The report is fairly self-explanatory and is a real focus for the school. LAC is eligible for Pupil Premium funding and is an important provision and enables a number of things to be put in place to support the child.</p> <p>Comments/questions were invited from Governors in relation to the content of the LAC report.</p>	

	No questions were raised by Governors who felt that this was a targeted and very effective provision for the child.	
9.	<p>Governor SDP/Subject Monitoring Update</p> <p>Area 1 (Literacy & Writing): MC proposing to meet with PM every few weeks to discuss what's happened and any support needed. Area 2 (Maths): SD not available to provide an update. Area 3 (Teaching & Learning): AH & ND had no progress to report.</p> <p>Areas to be reviewed and RAG ratings discussed at the next P&S meeting</p> <p>Action: SD, AH, ND monitoring updates for next P&S meeting</p> <p>Subject Monitoring</p> <p>Currently there is no subject lead for PE; MC proposed VM for this role and this was accepted.</p> <p>Proposal from MC for the three curriculum areas requiring annual monitoring: English, Maths and EYFS. Other nine subjects would be on a two-year cycle. Monitoring would be based on three principles:</p> <ul style="list-style-type: none"> • Supportive relationship • Reasonable amount of time given to teachers to meet Governors requests • Justifiable purpose <p>Two stage communication process with the subject teacher to agree the areas of review in support of the SDP. Proposed subjects for this year English, Science (MC), Maths (SD), EYFS (AH), Computing (ND) and D.T. and Art (CW).</p> <p>Governors felt that this was a very good proposal and a constructive method to proceed with. It was recommended that relevant Governors commence the communication with subject teachers prior to the Christmas holidays. Action: Governors to contact subject leaders.</p>	<p>SD/AH/ND</p> <p>MC/SD/AH/ND CW</p>
10.	<p>Committee Reports</p> <p>No P&S meeting to update on.</p> <p>Resources meeting met prior to the LGB meeting.</p> <p>Now comprises of 4 members only MC, VM (Chair), PM & JLa</p> <ul style="list-style-type: none"> • Terms of Reference have been updated • No budget updates from the EPA available • EPA policy updates • New Headteacher appointment (PM) • T.A. vacancy being re-advertised <p>Next meeting 18th January at 6pm</p>	
11.1	<p>GOVERNING BODY MATTERS DBS/Section 128 Checks</p> <p>Completed</p>	

11.2	<p>Governor Vacancies/Terms of Office Ending</p> <p>There are currently 4 Director Appointed Governor vacancies and 1 Parent Governor vacancies. Governor recruitment is very difficult particularly that of 'Appointed' Governors. MC to write an article in the School newsletter to raise awareness and interest.</p> <p>Action: MC newsletter article</p>	MC
11.3	<p>Governor Training/Training Plan</p> <p>VM has completed Governor Induction A.</p> <p>EPA to launch internal finance training once the new budgeting system is in place.</p>	
11.4	<p>Governor Monitoring Visits</p> <p>No new monitoring visits to report on.</p>	
11.5	<p>Governor Communication with Stakeholders/Community</p> <p>MC to communicate through the 'Hanborough Herald' and 'Grapevine' as well as the School newsletter to widen the net as much as possible in the local community.</p> <p>Action MC to draft an article for publication</p>	MC
11.6	<p>Foundation Governors' Update</p> <p>Collective Worship monitoring visit report has been completed and will now be circulated.</p> <p>SIAMS self-evaluation will be undertaken by PM to understand what is needed.</p> <p>Action: PM and AH to meet and discuss</p>	PM/AH
11.7	<p>Appointment of Lead Governor to replace Caroline Taylor</p> <p>VM will cover More Able and Health Safety & Wellbeing.</p> <p>CW will cover Data Protection.</p>	
12.	<p>EPA Update</p> <p>Meeting held on 5th October at which the five-year development plan was outlined covering 5 key areas:</p> <ul style="list-style-type: none"> • Climate & Biodiversity • Business links with the local community • More Able • Year 5-8 curriculum • Eynsham Intervention Hub <p>Governors of all the partnership schools are invited, if interested, to join various committees covering these areas.</p> <p>Chair of Governors meeting held on 1st November</p> <ul style="list-style-type: none"> • Covid update and potential for further controls, more likely in secondary schools. • 5-year plan • Changes in the budget process 	
13.	<p>Items from staff and school council</p> <p><u>Staff</u> – Nothing to report</p> <p><u>School Council</u> – Nothing to report</p>	

17.	<p>Date of next LGB meeting: 18th January 2022 at 6:30 pm</p> <p>Matters to discuss at the next LGB meeting:</p> <ul style="list-style-type: none"> • Headteacher's mid-term report • DN to check for any statutory items for inclusion <p>Action DN</p> <p>Next P&S meeting: 6th December 2021 at 6.00pm</p>	DN

Meeting closed at 8.05pm DN: 9th November 2021

Chair of Governors: *M. Cadin* Date: 18/1/22

Action Log

Meeting Date	Item Number	Action	Owner	Deadline
9 th November 2021	2	Complete Declarations of Interest and Keeping Children Safe in Education declarations on GovernorHub	All Governors	18 th January 2022
9 th November 2021	2	Governor Details Template 21-22 to be updated	DN	18 th January 2022
9 th November 2021	3	Update training profile on GovernorHub profile	All Governors	18 th January 2022
9 th November 2021	3	Training options update at the next Performance & Standards meeting	MC	6 th December 2021
9 th November 2021	3	Chair to sign minutes of 28 th September 2021 & file at school	MC	18 th January 2022
9 th November 2021	5	SEND policy to be published on the school website	PM	18 th January 2022
9 th November 2021	5	Review and amend the E-safety policy based on the comments made and submit to the P&S committee	JLa	6 th December 2021
9 th November 2021	6	Develop a mid-term report template	MC	18 th January 2022
9 th November 2021	7	Check dates for accuracy in Sports Funding Report	PM	18 th January 2022
9 th November 2021	9	Monitoring updates for next P&S meeting	SD/AH/ND	6 th December 2021
9 th November 2021	9	Subject Monitoring initial contact with teachers	MC/SD/AH/ND/CW	18 th January 2022
9 th November 2021	11.2	Newsletter article for School Newsletter	MC	18 th January 2022
9 th November 2021	11.5	Draft article for the Hanborough Herald and Grapevine	MC	18 th January 2022
9 th November 2021	11.6	SIAMS self-evaluation discussion	School Office	18 th January 2022
9 th November 2021	17	Check Annual Schedule for statutory items for inclusion on next agenda	DN	18 th January 2022

Chair of Governors: *M. Cadin* Date: 18/1/22